Oracle Collaboration Suite (OCS) Workspaces allow you to create "rooms" in which you and your team(s) may view, track and manage all content, communications and activities that are critical to your business processes. Through Workspaces, you can share documents, participate in discussions, administer meetings, create group calendars, and manage your team's tasks. This document outlines how to create and navigate through OCS Workspaces.

How Do I Create A Workspace?

You may access existing Workspaces or create new workspaces by clicking on:

1. The *Collaboration Tools* menu on the Portal navigation bar and selecting *Workspaces* or
2. The *My Communities* link in the navigation bar and selecting *Collaboration Resources* and then clicking on the Workspaces portlet on the ***Collaboration Resources*** page. The **My Workspaces** screen will be displayed (see Figure 2)

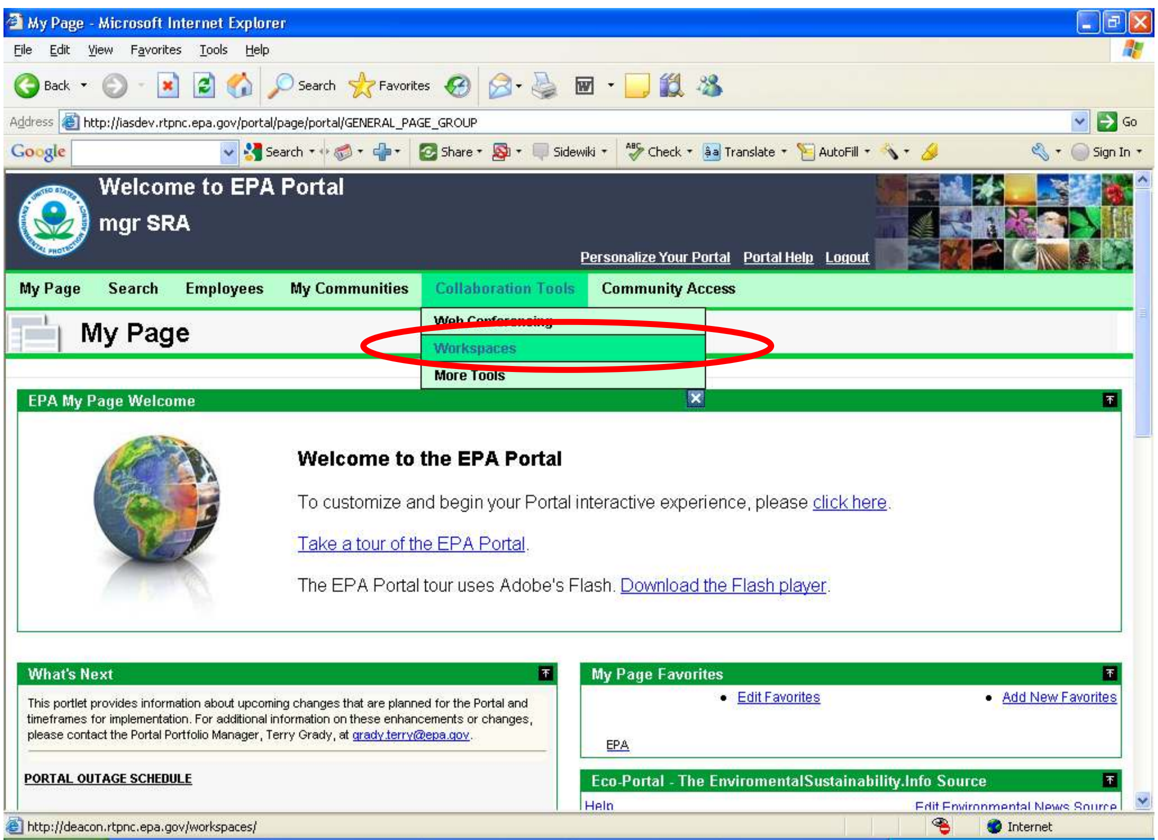

Figure 1: Workspaces link

3. To create a new workspace, click on the *New Workspace* button in the top right corner of the **My Workspaces** screen (see Figure 2). The **Select a Workspace Template** screen will be displayed (see Figure 3).

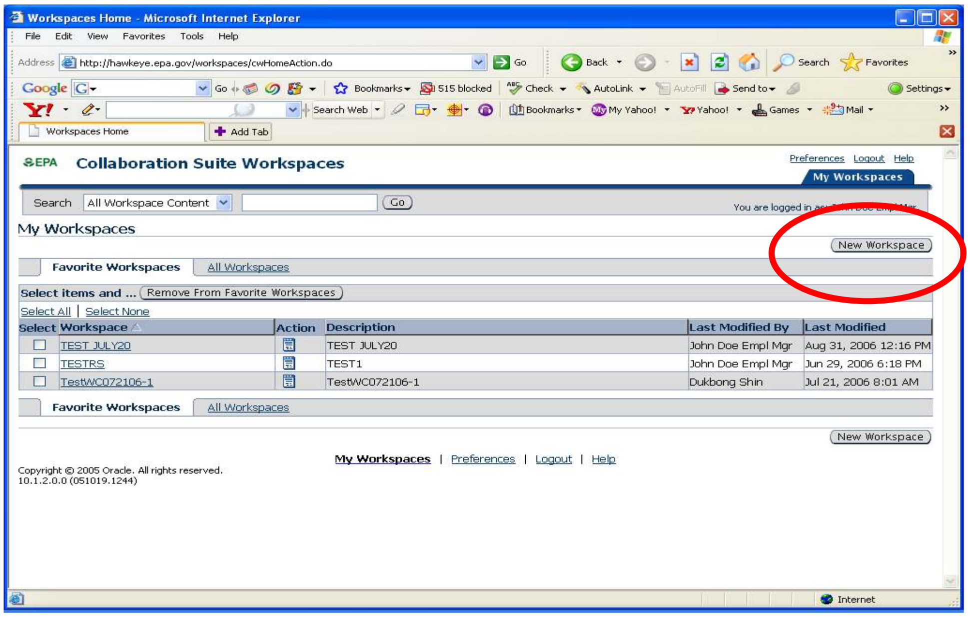

Figure 2: Create New Workspace

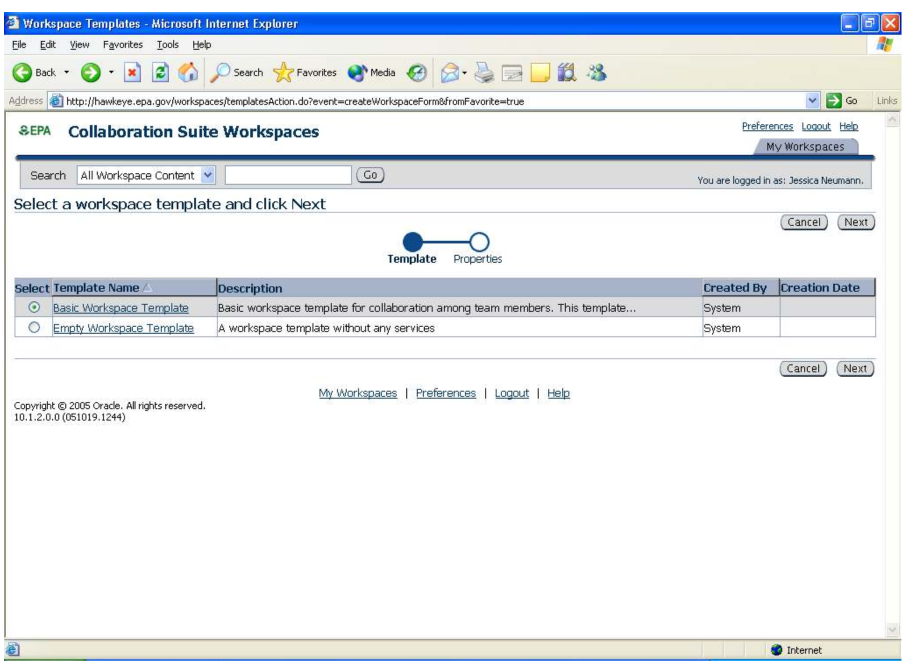

Figure 3: Select a Workspace Template Screen

4. Select your desired template by clicking the appropriate button. OCS provides two standard templates; a basic template or an empty template. Custom templates may also be created as needed. A help guide will be developed as the process for creating custom templates is defined. Following is a description of the two standard templates:
   - Basic Template – Contains the following tools/services: Document Library, Announcements, Discussion Forums, Team Calendar (meetings) and Workspace Views.
   - Blank Template – Contains no services. These must be added by the Workspace creator.

   If you are unsure as to which option is the most appropriate, select the basic template to ensure all the functionality is available should you need it.
5. Enter a Workspace Name, Display Name, and Description.
6. Select the role you want workspace members to have by default by clicking on the Default Member Role dropdown list. You may change the default role as you add individual users to your Workspace. Following is a description of the roles:
   - Read – Users can only read the content of the Workspace. They cannot add new content or edit existing content.
   - Writer – Users can read and write to the Workspace. Specifically, they can add new folders to the *Library*, upload files, schedule meetings, create tasks, and participate in discussions.
   - Administrator – Users can do everything that writers can do. In addition, they may also manage Workspace configuration (e.g., add services, change user roles, etc) and add/remove members from the workspace.
7. Select the default member access by clicking on the Member Access dropdown and clicking your choice. Following describes your options:
   - Open to Members – Allows all members to access the workspace.
   - Administrators Only – Allows only Workspace Administrators to access the workspace. You may wish to use this option when an Administrator needs to change a Workspace configuration. During this time, users who do not have the Administrator role will be temporarily prevented from accessing the workspace. The Administrator can then re-enable member access to open the workspace to other members after completing the change to the organization or basic functionality of the workspace.
8. Select which members you would like to receive notifications as new members are invited to join the Workspace. You may choose to notify all Workspace members, only affected members or disable notifications.
9. Select how you would like to list the Workspace in the directory of workspaces. Selecting "Publicly Listed" means that any Portal user will be able to search the name, display name and description of the Workspace regardless of whether or not they are members of the workspace.
10. Click the *Add to My Favorite Workspace* checkbox if you would like the Workspace to be listed on the Favorite Workspaces tab of the ***My Workspaces***

screen (see Figure 2). You may wish to utilize this feature if you belong to a number of workspaces and wish to make your frequently accessed workspaces easier to locate.

11. When you have finished entering your preferences for establishing the Workspace, click the *OK* button. The ***My Workspaces*** screen will be displayed showing your newly added Workspace and any others that you may access (see Figure 4).

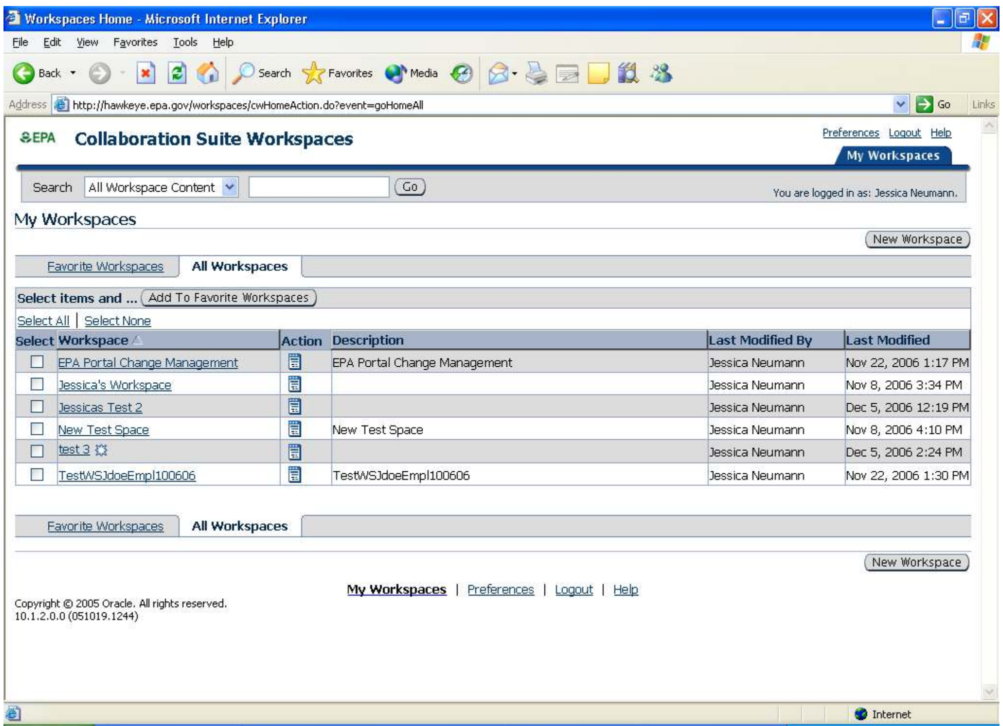

Figure 4: My Workspaces Screen

How Do I Access A Workspace?

You may access any of the Workspaces for which you have been invited to become a member. To do this:

1. Click on the *Collaboration Tools* menu on the Portal navigation bar and select *Workspaces* or
2. Click on the *My Communities* link in the navigation bar and selecting *Team Resources* and then click on the OCS Collaborative Workspace portlet on the ***Team Resources*** page. The ***Collaborative Suite Workspaces*** screen will be displayed (see Figure 2 or 4).
3. Click on the Workspace you would like to access from the Select Workspace column. The Workspace will be displayed.

How Do I Delete A Workspace?

You may delete a Workspace that you created. You may not delete Workspaces that other users have created. To delete a Workspace, from the **My Workspaces** screen (Figure 4):

1. Click the *Action* icon next to the name of the Workspace you would like to delete. The ***Workspace Settings*** screen is displayed (Figure 5).

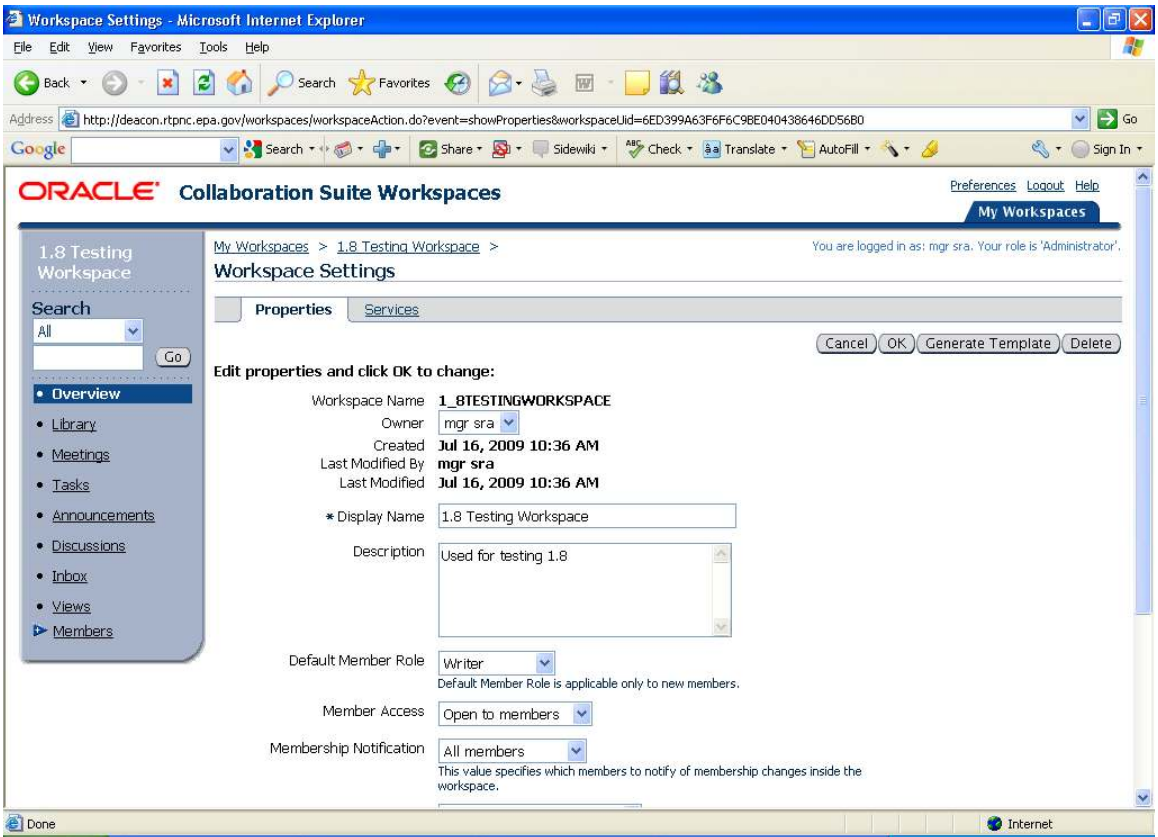

Figure 5 - Workspace Settings

2. Click the *Delete* button in the upper right corner of the screen. You will be asked to confirm your desire to delete the Workspace. Click *OK* to delete the Workspace. You will be taken to the ***My Workspaces Page***.

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov.